

**Adams County Health & Human Services and  
Veterans Service Board Meeting Minutes  
Health & Human Services Building – March 13, 2017**

1. The Adams County Health & Human Services and Veterans Services Board meeting was called to order by Chairman, Jack Allen at 4:02 p.m.
2. **Roll Call of Board Members:** Present: Jack Allen, Robert Grabarski, Marge Edwards, Peter Hickethier and Rocky Gilner. Absent excused: Fran Dehmlow, Scott Colburn, Deb Johnson-Schuh & Terry Harvey-Beversdorf.

Health & Human Services Staff Present: Kelly Oleson, Sarah Grosshuesch, Wendy Pierce, Erin Schiferl, Diane Osborn, Cindi Flynn, Sherrie Manning and Ruth Horndasch. Absent excused: Donna Richards & Kay Saarinen-Barr

Veterans Services Staff Present: Steve Dykes

Also in attendance: Lynn McDonald, Bill Pegler, Adams-Friendship Reporter & Marilyn Rogers, Adams County Medical Examiner

3. **Was the meeting properly noticed?** Yes
4. **Approval of Agenda** – Motion was made to approve the March 13, 2017 Health & Human Services & Veterans Services Board Meeting agenda by Edwards/Hickethier. Motion carried by UVV.
5. **Approval of Minutes – February 13, 2017 Health and Human Services & Veterans Services Meeting Minutes**– A motion was made to approve the February 13, 2017 Health & Human Services & Veterans Services Meeting Minutes by Grabarski/Edwards. Motion carried by UVV.
6. **Public Comment** – None
7. **Correspondence** – Director Oleson stated that a letter from Karen McKeown, RN, MSN, State Health Officer and Administrator at the State of Wisconsin Department of Health Services was received congratulating the Health & Human Services Division of Public Health for demonstrating the infrastructure and program capacity to be certified as a Level III Health Department.
8. **Announcements** – Director Oleson announced that the CCS Program Audit went very well and the agency earned a 2-year certification which makes us equal to counterparts in the

regional CCS consortium. Also, April 5<sup>th</sup>, 2017 is Human Services Day at the Capital. Director Oleson and Supervisor Allen will meet with legislators to discuss issues that impact Health and Human Services.

### **Veterans Services**

1. **Veterans Services Officer's Report February 2017.** A written report was distributed to the Board. Supervisor Allen asked if the Board had any questions concerning Veterans Services Officer Dykes report. No questions were asked.
2. **Review and approval of February 2017 Veterans Services Vouchers and Financial Report.** Veterans Services Officer Dykes stated that the Wisconsin Department of Veterans Affairs Grant does not run on a regular calendar year but runs July 1<sup>st</sup> – June 15<sup>th</sup>. Supervisor Allen asked the Board if they had any questions concerning the financial report. Board members did not have any questions. A motion was made by Hickethier/Grabarski to approve the Veterans Services vouchers and financial report for February 2017. Motion carried by UVV.
3. **Discuss possible increase of tax levy in 2018 for burial and headstone costs for Veterans.** Veterans Services Officer Dykes passed out handouts relating to funeral costs for veterans. Currently a veteran's family that has no money to pay for funeral costs is absorbed by the county per State Statutes. Additionally, to save tax dollars on perpetual care of gravesites, Dykes stated that he would like to bring veteran's ashes for burial to King. There have been only a few cases like this in the past year but Dykes would like to have a plan for the future. Some additional funding may be available to veteran's families who are eligible and Roseberry's Funeral Home may also be eligible for funding from the State for cost reimbursement. Dykes would like to make no changes to the Veterans Services budget and monitor this year. Medical Examiner Rogers has concerns about families who take advantage of the process. Dykes needs paperwork from the Medical Examiner's office to bring to King proving veteran status to put the remains at King. Additionally, Dykes has no means to find out if a family has the ability to pay. Economic Support Manager Flynn stated that if the veteran has a specific kind of Medicaid the State may pay up to \$3,000 toward the cost of the funeral and burial costs. Medical Examiner Rogers stated that the cost for the funeral at Roseberry's is \$1,770 and Medical Examiner costs are \$200. Dykes will discuss with King to clarify family notifications. Dykes and Rogers will continue to work together case-by-case.

### **Health & Human Services**

#### **New Business:**

1. **Review January 2017 Health & Human Services Financial Report.** Supervisor Allen asked the Board if they had any questions concerning the HHS Financial Report. Fiscal Manager Pierce stated that the Financial Report Summary of 2016 was over in CCS and Community

Mental Health due to services that have increased but revenue will offset the expenses. Pierce also stated that she expects that the Health & Human Services Department's active budget should come in with approximately \$100,000 in the black. This includes the transfer in from the general fund.

2. **Review & Approval January 2017 Health & Human Services Vouchers.** Supervisor Allen asked the Board if they had any questions concerning the voucher report. Supervisor Grabarski had questions about garbage and snow removal costs. Long Term Support Manager Osborn explained the snow removal cost of \$35 was for a client. Practical Cents Manager Manning explained the garbage costs at Practical Cents include pick-up twice a week. Grabarski would like to see a balance sheet for the Practical Cents Thrift Store going forward. Fiscal Manager Pierce will include this with the packet. There being no further questions, a motion was made to approve the January 2017 Health & Human Services Vouchers by Hickethler/Edwards. Motion carried by UVV.
3. **Director's Report & Manager Narratives.** A written report was submitted to the HHS Board prior to the meeting.

**Division Updates –**

**ADRC** – Director Oleson stated that the ADRC move to the Community Center went very well and thanked the UW Extension office for assisting throughout the process. This move puts the ADRC in compliance with the state contract.

**Behavioral Health** – The new Behavioral Health Therapist, Danielle Behrens has been a great help providing crisis services to inmates at the jail and working with Economic Support Manager Flynn to help inmates upon their release date have medical insurance and FoodShare cards.

**Children & Family Services** – Supervisor Allen asked Children & Family Services Manager Schiferl what happens to the kids when their parents are taken into custody when drugs are involved. Schiferl explained that they try to find a family member or other support. Children & Family Services works closely with the Sheriff's Department on these types of cases.

**Economic Support** – Board Member Edwards asked Economic Support Manager Flynn if the 86% call rate was acceptable. Flynn stated that 85% or above is acceptable by the State. Supervisor Grabarski asked Flynn to clarify the numbers reported in the last paragraph of her report. Flynn explained that the first set of numbers are for the 8 county consortium and the second set of numbers are Adams County numbers.

**Fiscal Services** – Supervisor Grabarski asked why there was an overage for PH Grant Services. Public Health Officer Grosshuesch explained that the number originally budgeted was an estimate. With the dissolution of the consortium costs could not be identified accurately. The agency will receive its share from the dissolutions shared equipment at the end of 2017.



**Public Health** – Public Health Officer Grosshuesch passed out the environmental health report and asked if the Board had any questions. Grosshuesch highlighted that there is a scholarship opportunity through WALHDAB/PHA.

4. **Administration: Update on the security system at Health & Human Services.** Director Oleson stated that all HHS staff have fobs with the exception of Practical Cents. All outdoor keys are being collected with the exception of staff that are on-call workers. Staff are using the 2 employee entrances to come and go and there are 2 public entrances, the main HHS building entrance and the Veterans Services entrance. The door to the former ADRC is locked. Supervisor Grabarski asked how law enforcement gains access after-hours. Oleson stated that they should have access.
5. **Administration: Update on electronic health record (ECHO) implementation.** Fiscal Manager Pierce stated that all 2016 billing to 3<sup>rd</sup> party payers has been billed out. A policy for when case notes are due is being created to help pull billing more quickly. The billers have worked extra hours to get this done. PPS cannot be tested because we are waiting for ECHO to finish changes on their end. Scanning is not being used yet.
6. **Administration: Discuss vacant Physician seat on the HHS Board.** Director Oleson and Public Health Officer Grosshuesch provide a handout outlining the State Statutes and County Rules concerning filling the vacant physician seat on the HHS Board. Statutes state that we must make a good effort to find a physician and both Oleson and Grosshuesch feel comfortable that we have set forth good effort. The vacant physician seat will be on the agenda quarterly to discuss.
7. **Administration: Review of the Uniform Grant Guidance Policies and Procedures for Health and Human Services.** Director Oleson stated that Fiscal Manager Pierce did a great job completing the UGG policy. Oleson distributed a copy of the policy. The UGG policy has been approved by the Admin/Finance Committee. The policy has been reviewed with all managers so they have a good understanding of what is expected. All managers received a stamp to approve allowable costs.
8. **Long Term Support: Family Care transition update.** Director Oleson stated that she attended a Family Care meeting with Long Term Support Manager Osborn and ADRC Manager Richards to learn about next steps with our transition to Family Care. Our agency is scheduled to go live with Family Care on July 1, 2017 with approximately 75% of clients transitioning with the remaining 25% transitioning August 1, 2017. All division managers involved attend 2 State phone conferences each week. Enrollment counseling begins April 1<sup>st</sup> and each options counselor is expected to counsel 30 people per month. Supervisor Grabarski asked Oleson how this will affect staff. Oleson stated that it is too early to know but possibly

4 positions will be affected, 2 nurses and 2 case managers. Oleson will bring forward plans as they become available. Oleson passed out a copy of the letter and FAQ sheet that will be sent out this week to clients receiving services that will be transferred to Family Care. There is a meeting on March 30<sup>th</sup> at the Community Center from 5:30pm – 7:30pm for the public to learn more about the Family Care transition.

**9. Practical Cents: Discuss and/or approve revised Training Specialist job description.**

Director Oleson stated that the former Job Coach position was folded into the Training Specialist job description. The Training Specialist job description is for all staff the Practical Cents Manager oversees. No reclassification is being requested. A motion was made by Hickethier/Grabarski to approve the revised Training Specialist job description. Motion carried by UVV.

**10. Next Regular Meeting Date** – Monday, April 10, 2017 @ 4:00 p.m.

**11. Adjournment:** Motion to adjourn at 5:28p.m. by Hickethier/Grabarski. Motion carried by UVV.

*These minutes have been approved by the committee.*

*Minutes respectfully submitted by Ruth Horndasch.*

  
\_\_\_\_\_  
Jack Allen – Chair  
\_\_\_\_\_  
Ruth Horndasch – Recording Secretary

**RESOLUTION TO APPROVE OUT OF STATE TRAVEL  
FOR PUBLIC HEALTH NURSE SUPERVISOR**

**INTRODUCED BY:** Health and Human Services Board

**INTENT & SYNOPSIS:** Resolution to approve out-of-state travel for Public Health Nurse Supervisor.

**FISCAL NOTE:** None. The travel and accommodations are funded with grant revenue and will be paid out of account number 240 E 30 54131 (430, 431, 432 and 433).

**WHEREAS:** *The Adams County Employee Handbook* Chapter 8, Section 1.02, requires all out-of-state travel and related expenses be authorized by Resolution of the County Board; and

**WHEREAS:** Participation in the Dyadic Assessment of Naturalistic Caregiver-child Experiences (DANCE) training is required by the Nurse Family Partnership model and the Wisconsin Family Foundations Home Visiting grant awarded Adams County in October of 2013; and

**WHEREAS:** All funding to implement and administer the Nurse Family Partnership Home Visiting program, including travel for required trainings and meetings, was approved in the 2017 budget.

**WHEREAS:** Training for staff to meet the Family Foundations Home Visiting grant program requirement are fully supported by the grant.

**NOW THEREFORE, BE IT RESOLVED:** That the Adams County Board of Supervisors hereby approves out-of-state travel for the Public Health Nurse Supervisor to attend the Nurse Family Partnership DANCE training in Kalamazoo, MI from June 19th to 23rd, 2017.

Recommended for adoption by Health and Human Services Board on this 10<sup>th</sup> day of April 2017.

*G. Dan Wehner* *Margie Edwards*  
*Terri L. Brown* *Carol H. Hester* *Scott Colburn*

Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this  
Tabled \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk

☒ Reviewed by Corporation Counsel

☒ Reviewed by Administrative Coordinator/Director of Finance